

## ***Rochester Community Room Facility Request Form***

### **USER INFORMATION**

*Please note: The Community Room is available for Rochester-based non-profits and volunteer groups only. No exceptions.*

Name of Organization/Entity: \_\_\_\_\_

Contact Person/Host: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

### **EVENT INFORMATION**

*Please note: The Community Room is open Monday - Friday from 8am-9pm, Saturday and Sunday from 8am-4pm. No exceptions.*

Date of Event/Meeting: \_\_\_\_\_

One Time: \_\_\_\_\_ Weekly: \_\_\_\_\_ Monthly: \_\_\_\_\_

Time in (Include setup): \_\_\_\_\_ Time out (Include cleanup): \_\_\_\_\_

Start Time of Event: \_\_\_\_\_

Total number of rental hours: \_\_\_\_\_ (Please include setup and cleanup)

Is the event open to the public?    Yes    No

Estimated Number of People Attending: \_\_\_\_\_

Please select one of the following:

\_\_\_\_\_ Rochester School Department

\_\_\_\_\_ Volunteer Group

\_\_\_\_\_ Non-Profit: Tax ID # \_\_\_\_\_

## ***Rochester Community Room Facility Request Form***

Event Name/Purpose of Event:

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Additional Information and/or Expectations for Facility Use:

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## ***Rochester Community Room Facility Request Form***

### **RENTAL RULES AND EXPECTATIONS**

#### **About The Community Room**

- Maximum capacity 960
- Available Monday - Friday 8am-9pm. Saturday and Sunday 8am-4pm
- The Community Room is available as-is. There are limited tables/chairs available.

#### **Rules**

- The Community Room is available for Rochester-based non-profits and volunteer groups only.
- The Community Room is available for up to 2 hours at a time. This includes setup and breakdown. Anything over 2 hours must be explained in writing and will be considered by staff.
- The Community Room cannot be reserved for more than 4 consecutive weeks at a time. An additional application will be required.

#### **Rental Requirements**

- User is responsible for providing proof of insurance. Please attach proof of insurance to this application. The City of Rochester must be named on the insurance.
- Deliver the completed application and proof of insurance to the Public Information Office in City Hall, across from the City Clerk's Office.

#### **Rental Process**

- Any User seeking to utilize space managed by the City of Rochester must submit their request via a Facility Request Form.
- Special events including, but not limited to, banquets, tournaments, parties and community outreach events must be booked at least 3 weeks in advance of the event date.
- Primary mode of communication between the City of Rochester and User will be email.
- User is responsible for maintaining accurate, up to date contact information with the City of Rochester.
- If User does not receive notice of receipt, they are responsible for contacting the City of Rochester and must not assume space availability.
- Once request has been reviewed, User will be notified of decision. The length of the review process may vary depending on the event type.

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- Reoccurring space usage (weekly, monthly rentals) must be renewed on an annual basis. Reoccurring rentals are subject to change based on city scheduling and facility needs.
- Repetitive cancellations or “no shows” of low impact meetings will be documented and may hinder the group’s ability to utilize facility space in the future.

### **Facility Use Expectations**

- User is responsible for the conduct of all participants and irresponsible behavior by event/meeting participants may result in loss of future rental space.
- All city ordinances must be followed including but not limited to no use/possession of drugs or alcohol, including all tobacco products. City of Rochester General Ordinances can be found online at <https://ecode360.com/RO2619>.
- User is responsible for returning the space back in order after use.
- Special events, including, but not limited to, banquets, tournaments, parties and community outreach events are responsible for removing all trash and placing it in the dumpster behind the building.
- Users who do not leave the space in the order it was found will not be allowed to rent in the future.
- Users who cause any damage to the facility or facility equipment will be held responsible for all repair/cleaning costs.
- Due to the multi-use environment of the Rochester Community Center, the city prefers not to schedule road races at this facility. If available, the Rochester Arena is a more suitable environment for such events.
- Community Center Rental Rules and Expectations are subject to change at the discretion of the City Manager.

### **SIGNATURE & DATE**

I have read and understand all Rental Rules and Expectations. By signing here, as the User/User Group representative, I agree to all Rental Rules and Expectations.

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Signature of User/User Group Representative

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Date

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Staff Approval

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Date